



Yarraville Special Developmental School

No. 5278

VOLUNTEERS POLICY

Yarraville SDS Principal:

Ashwini Sharma

School Council President:

Kim Mace

Certification

School Council President

Signed *[Signature]* Date *22/5/17*

Principal

Signed *[Signature]* Date *23/5/17*

This policy ratified at School Council meeting 23/5/2017



Yarraville Special Developmental School

Excellence In Learning

VOLUNTEERS POLICY

A volunteer school worker is a person who voluntarily engages in school activities by providing any assistance in the work of the school. There are many aspects to school life, and during the course of the time spent in school, the volunteer may be exposed to issues that are confidential as well as being part of celebrating wonderful successes.

Roles and Expectations of Volunteers:

1. Induction will take place at regular intervals during the school year, these notified via school newsletter and website.
2. All volunteers will read and sign the code of conduct.
3. Under the direction of the group teacher, assist the teacher with the implementation of group or individual programs running in the class or in the community.
4. Must not be involved in the toileting of students or the changing of students, unless they are working with their own child.
5. May, if agreed with the group teacher, accompany the group teacher, teacher assistant and students on excursions, either in the local or wider community.
6. The group teacher may utilize any special interests and skills of the volunteer.
7. At all times, respect the privacy of students and staff, and be discreet with their discussions relating to the school in their private conversations.
8. Confidentiality must be assured, this includes not using any form of technology for photographic, film or voice recording.
9. In the case of an inability to attend the school in their regular voluntary capacity, the volunteer should, whenever possible, notify the group teacher as soon as possible, to enable adjustments to be made to programs.
10. To expect that group teachers will notify you in advance of any date or time in which they will not be in the school or involved in an extra in-school program.
11. Upon arrival at school on any given day, to sign in using Compass at the front office and collect their lanyard.
12. At the end of their voluntary time, to return their lanyard and log off Compass at the front office.
13. The administration of any medication is the responsibility of the group teacher and/or the teacher assistant and **must not** be given by volunteers.
14. Assistance with any cooking program is to be at the discretion of, and with the direction of the group teacher.
15. Volunteers must always work with students in the presence of staff members to ensure a safe environment.
16. It is expected that **all** volunteers will undertake a Volunteer Working with Children's Check which is free and online. Volunteering can only begin upon receipt of actual card, which must be shown at the office and a copy will be taken for future reference.